



Administrative Policy

Chapter 5: Personnel

Policy 5-60

Resource Contact: Employee Services Director *Effective:* May 16, 2001

References: RCW 41.04.362 *Revised:* May 16, 2001

Establishing the Agency Wellness Program

Purpose: To recognize the importance of employee wellness in the Ecology workplace, establish an institutional framework for promoting wellness within Ecology for the benefit of employees, and identify the mechanisms and resources that will be used to promote and encourage wellness among employees.

Application: This policy applies to all Ecology employees.

1. Defining Wellness.

For purposes of this policy, wellness is defined as those activities identified by the Wellness Committee that contribute to the physical, emotional and psychological well-being of Ecology employees, including educational awareness, behavioral and lifestyle changes and supportive environments.

2. Ecology Will Encourage and Promote Wellness Activities.

Employees are Ecology's most valuable resource and crucial to the attainment of Ecology's goals and mission. In addition, employee productivity, job satisfaction, performance and morale have been shown to be directly related to employee health and well being. In recognition of these facts, Ecology management is committed to encouraging and promoting activities and programs that contribute to overall employee wellness, to the extent permitted by law and available resources, and as defined by the Wellness Committee.

3. Establishing the Agency Wellness Committee.

This policy establishes a Wellness Committee within the agency. Its purpose is to design a Wellness Program, support and oversee its implementation, and provide advice and recommendations to the Senior Management Team on wellness issues. The Committee may also raise funds to support and promote sanctioned activities.

Membership in the Wellness Committee consists of the Employee Services Director as sponsor, a chairperson, one or more co-chair-persons, and should include representatives from headquarters, regional and outlying offices. Participation on the committee is voluntary.

The Wellness Committee shall determine its operating procedures, including the content and frequency of meetings, its decision-making process and priorities.

4. Some Wellness Activities May Not Take Place During Normal Working Hours.

Wellness activities that include physical exercise are governed by RCW 41.04.362(3), which states, in part:

“No wellness program or activity that involves or requires organized or systematic physical exercise may be implemented or conducted during normal working hours.”

This does not preclude employees from participating in such activities during their scheduled breaks, lunches and before or after work. Other activities that may be conducted during normal working hours are those sanctioned by the Wellness Committee.

Approved:

A handwritten signature in black ink, reading "Joy St. Germain", is written over a horizontal line.

Joy St. Germain
Employee Services Director

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